

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Investments	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 310 - 7338 - 050
DIVISION/UNIT Investment Services/Operations	CLASS TITLE Investment Officer I, CalSTRS
INCUMBENT NAME Vacant	WORKING TITLE Investment Officer I

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the direction of the Associate Portfolio Manager, the Investment Officer I performs a wide range of analytical and technical work associated with the confirmation of investment transaction, assists with CalSTRS reporting and internal desk coverage, and performs duties associated with supporting the functions of Investment Operations. The incumbent is expected to perform duties requiring independence, confidentiality, creativity and discretionary judgment.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
30%	ESSENTIAL FUNCTIONS Perform the duties associated with the confirmation of internal, fixed income and derivative securities. Report and reconcile the confirmation of transactions to the master custodian. Research, analyze, validate and process corporate actions (US & NON-US) entitlements for Fixed Income and Equity portfolios utilizing the appropriate platform/system. Coordinate and monitor the investment transaction settlement process. Ensure all security transactions are settled accurately and timely. Monitor, review and coordinate the settlement process in reference to, compliance with the reporting of trade deadlines set by the master custodian, Non-DVP trades, and failed trades. Facilitate discussions between brokers, the master custodian and the front office traders to resolve settlement issues.
20%	Provide CalSTRS reporting and internal desk coverage which may include, but not limited to, conduct research, analyze data, and provide metrics for Investment Operations Liquidity Desk, futures variation margin process, collateral activity and provide periodic reporting to various units and external organizations (including, but not limited to: trade fails and Management Fees).
20%	Participate in the development and testing of systems and procedural enhancements and provide training to the staff on those enhancements. Establish and maintain professional contacts within the global operations industry to further develop market knowledge and expertise and promote the CalSTRS investment program.
15%	In coordination with master custodian and the Operations Control team; research and assist in the resolution of internal accounts' security position and cash reconciliation process.
10%	Assist in performing various Investment Operations periodic reporting functions including, but not limited to, Securities lending collateral monitoring, and State Street Bank NAV reconciliations.
5%	MARGINAL FUNCTIONS May participate in departmental projects. Create and update desk manual procedures and internal control documents for critical operational functions.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

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Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Ability and Change Participation
- Investment Focus and Component Performance
- Communication, Negotiation and Relationship Development
- Teamwork
- Quality Work Standards and Initiative
- Ethical Decision Making and Risk Management
- Strategic Thinking and Implementation
- Investment Landscape and Organizational Awareness

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Ability to start work at 6:30 A.M.
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

Vacant